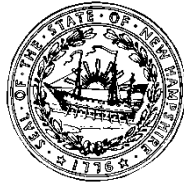


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Bureau of Special Education FY'12 Memo #29

Date: May 2, 2012

TO: Superintendents of Schools  
Special Education Directors  
Business Administrators

FROM: Office of the Commissioner

Division of Instruction  
Bureau of Special Education

RE: Project Equipment Inventory Report ~ IDEA and Preschool Federal Funds

The Department of Education, Bureau of Special Education has changed the Project Equipment Inventory Report process, beginning with FY'12, in order to more efficiently meet the needs of districts. Each district is to complete a Project Equipment Inventory Report for equipment purchased, paid for and received during fiscal year 2012. Equipment is defined as any item with a purchase price of \$100.00 or more and a life expectancy of more than one year. Beginning with FY'13, districts will be able to complete the report throughout the grant period, each time equipment is purchased, paid for and received.

To provide the NHDOE with the Project Equipment Inventory Report, please follow the steps below:

1. Log into myNHDOE Single SignOn System; go to the Grants Management System.
2. Go to the application for IDEA and Preschool Federal Funds.
3. For each activity that includes equipment, click on the Inventory link (on the upper left by the activity number).
4. At the "Equipment Inventory Item" page, please follow the directions at the top of the page.
5. Next hit "Insert" to save the information entered.

Each time a district completes a Project Equipment Inventory Report, the Department will:

- Assign and enter the NHDOE inventory tag numbers for each purchased item listed on the Project Equipment Inventory Report.
- Send to the Special Education Director a copy of the completed Project Equipment Inventory Report and the assigned NHDOE inventory tags.

Upon receipt, districts are to attach the tags to the equipment making certain that the inventory tag numbers coincide with the equipment inventory item listed on the report.

All Project Equipment Inventory Reports for FY'12 must be entered into the Grants Management System by June 29, 2012. If you have any questions, please contact Pamela Lindberg at 603-271-1536.